

ES 77-10

14 July 1977

MEMORANDUM FOR: See Distribution

Until further notice, the only changes in correspondence format presently used by the O/DDCI will be accomplished as follows:

--ON INTERNAL CORRESPONDENCE:

MEMORANDUM FOR: (Addressee)
VIA: (As appropriate)
FROM: John F. Blake
Acting Deputy Director of
Central Intelligence (NOTE: Use two lines)
SUBJECT: (As appropriate)
REFERENCE: (As appropriate)

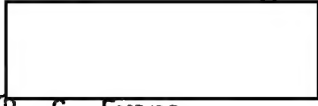
Type Mr. Blake's name only, initial caps, in the signature block area.

--ON EXTERNAL CORRESPONDENCE:

Use DDCI letterhead with the following signature block.

Sincerely,

John F. Blake
Acting Deputy Director


B. C. Evans
Executive Secretary

STATINTL

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